

13 May 1970

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MEMORANDUM TO: [REDACTED]

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1. It would seem to me, from reading the attached notes by CI Staff (May 1968), [REDACTED] (October 1968), and [REDACTED] (April 1970), that we no longer have any need to be concerned about the CI requirements for 30-year records retention.

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2. According to [REDACTED] the Office of Finance is satisfied that the material they have to retain for 30 years is in with operational accounting files that must be kept 30 years according to their Schedules. Hence, they "find no obstacle".

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3. Likewise, [REDACTED] is satisfied that his talk with CI's [REDACTED] identified what to retain to meet CI's needs and what material the CI was not interested in and could be destroyed.

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4. Consequently, I believe our contention of past years that CI Staff has imposed a burden of several thousand cubic feet of records upon the Office of Finance no longer holds. I feel that we cannot provide any documentation from Finance or CI that will support the DDS if we wish him to take issue on the burden of enormous volumes of Finance records being held unnecessarily because of CI requirements.

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5. At the last meeting of the Records Board I was asked for details on this question. The DDP representative explained two of our three problems:

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- (a) The Office of Personnel Applicant Files (now 893 cu. ft.) were voted on by the CS Records Committee [REDACTED] did not specify the exact date) and it was decided those files must be kept. Hence, it is no longer a CI issue and we cannot point to that collection as their requirement but that of the CS Committee.
- (b) The TSD [REDACTED] Files (now 600 cu. ft. at the Center) is currently being studied by the CS Committee and

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the retention or disposal of those files will be decided soon. Again this office can no longer consider this to be a CI problem.

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5. [redacted] has asked for copies of any CI or Finance documents which he can use in persuading the CI Staff to relent on some of their earlier time requirements. I intend to send him the attached three documents. Do you see any reason not to furnish these to him? Do you have any other documented requirements or informal agreements which we should take up with DDP/RMO so that he in turn can clarify the issues with the CI Staff? Please let me have your responses by 20 May 1970.

[redacted]
Chief
Records Administration Branch

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Attachment:
As Stated

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